

STATE OF MICHIGAN
DEPARTMENT OF MILITARY & VETERANS AFFAIRS

2500 S. WASHINGTON AVENUE, LANSING, MI 48913-5101

MAJOR GENERAL THOMAS G. CUTLER

Director, and The Adjutant General

Michigan Air and Army National Guard
State Education Reimbursement Program
Administrative Regulations and Procedures

A. BACKGROUND

- * The fiscal year budget for the Michigan Department of Military and Veterans Affairs provides an appropriation for the continuation of a State Education Reimbursement Program (SERP) for members of the Michigan Air (MIANG) and Army National Guard (MIARNG). The program is designed to offset tuition costs for members of the Michigan National Guard, of up to \$2,000 per year, who enroll in approved courses of instruction offered at colleges, universities, technical colleges and vocational/trade schools in Michigan.
- * The Department of Military and Veterans Affairs, State Education Officer shall administer the State Education Reimbursement Program on behalf of the Adjutant General and prescribe forms and procedures to effectively carry out the State Education Reimbursement Program.

B. ELIGIBILITY

- * Members must be in good standing and participating in either the Michigan Air or Army National Guard to be eligible for the State Education Reimbursement Program.
- * The State Education Reimbursement Program shall be available to all active members of the Michigan Air and Army National Guard regardless of his or her state of legal residency as long as they attend a college, university, technical college or vocational/trade school in Michigan.

- * **Members must obtain their unit representative's signature on the application to verify that the member is in good standing with the MIANG or MIARNG** (a member of a unit of the MIANG/MIARNG who meets the minimum requirements for satisfactory active membership as set forth in the regulations of the National Guard Bureau and the Michigan Department of Military and Veterans Affairs shall be considered an active member).
- * An eligible person does not include a member of the Michigan Army National Guard or Air National Guard who is absent without leave or who is under charges as described in the Michigan code of Military Justice of 1980, 1980 PA 523, MCL 32.1001 to 32.1148.

C. CRITERIA

- * A member of the Michigan National Guard who is in active service and who enrolls as a full or part time student at a public or private college, university, community college, technical college or vocational/trade school in Michigan may be eligible to receive 50% of the total cost of tuition not to exceed \$2,000 in any academic year, in the form of State Education Reimbursement. ****SERP may be used for the repayment of loans, textbooks and other expenses a member may accrue during the academic year.**
- * A member's participation in SERP may be suspended at the direction of the Adjutant General for failure to maintain good military standing as an active member of the Michigan National Guard or for failing to maintain good academic progress and program pursuit. **Members, who provide evidence of attendance and completion of the course of study with a cumulative G.P.A. of at least a 2.0 on a 4.0 scale, or its equivalent, shall be eligible for reimbursement.** The Adjutant General may, when extenuating circumstances exist, waive the application of this paragraph to members who have applied or who are currently receiving State Education Reimbursement in Michigan.

- * State Education Reimbursement is not available to spouses, children or other family members of current Michigan Air and Army National Guard members, unless they themselves are eligible members of the Michigan National Guard.
- * The member must not be incarcerated in a correctional institution.
- * The State Education Reimbursement Program may be applied to any course of instruction that is included in an associate, undergraduate, postgraduate degree program; or a certificate program offered by an accredited college, university, community college, technical college or vocational/trade school in Michigan.

D. APPLICATION PROCEDURES

- * An eligible member shall complete a State Education Reimbursement application, have a unit representative verify on the application that the member is in good standing with the MIANG or the MIARNG, sign a Statement of Understanding and submit them both to the ***State Education Office, Michigan Department of Military and Veterans Affairs, 2500 South Washington Avenue, Lansing, MI 48913-5101.***
- * A member must be admitted to a college, university, technical college or vocational/trade school in Michigan and be enrolled in a course(s) at the college, university, technical college or vocational/trade school where State Education Reimbursement will be used, prior to final application approval and acceptance by the State Education Officer acting on behalf of the Adjutant General.
- * Programs offered through Distance Learning must be at accredited colleges and universities located in Michigan.

- * State Education Reimbursement will not carry over from one academic semester/term to the next. ***Members must complete a new application for each semester/term and send the application to the State Education Office to indicate their intent to receive SERP. Failure to reapply for State Education Reimbursement may prevent an eligible member from receiving State Education Reimbursement.***
- * ***Approval of applications and reimbursement payments will depend on funding availability.***

E. REIMBURSEMENT PROCEDURES

- * Upon completion of the semester or term, members with an approved application, will submit a copy of their final grade report and tuition bill to the State Education Office for reimbursement. Reimbursement is based on courses or terms that are successfully completed. ***Reimbursement will not be given for courses that are failed, incomplete, repeated or withdrawn.***
- * **Reimbursement payments will be made only for semesters/terms during the current academic year. SERP payments will not be made for previous semesters/terms.** Members have 60 days upon the completion of the semester/term to send in their grade report and tuition bill to the State Education Office for payment.
- * To request additional information on the State Education Reimbursement Program or an application for SERP, contact the State Education Specialists in the State Education Office:

Steven Kozera
State Education Officer
(517) 483-5685

Phyllis Ochis
State Education Specialist
(517) 483-5469

2500 South Washington Avenue
Lansing, MI 48913

Or, visit the State Education website at www.michguard.com